

MIDDLEBROOK PINES CONDOMINIUM ASSOCIATION, INC.  
5255 CYPRESS COURT  
ORLANDO, FLORIDA 32811

BOARD OF DIRECTORS' MEETING MINUTES  
March 19, 2024

CALL TO ORDER/CERTIFY QUORUM - The meeting was called to order at 7:10 PM.

Directors present were Ruby Bussinger, Mary Hawks, Britta Jarvis, Joyce Steinhardt, and Wui Goh. Andrew Robinson was present via teleconference call. Keith Kiebzak was present to represent KL Management Group, Inc.

INTRODUCTION OF VISITORS – April Johnson, Jo Warren, and Sally Warren were present at the start of the meeting.

Unit 221/5276 Brook Court – Plant/Weed Adjacent Storage Area – Mr. Kiebzak said that violation has been corrected.

PRESIDENT'S REMARKS – Mrs. Bussinger said that she is working to transfer the website to a different host and had to reset the passwords for all the users. She reminded everybody about the annual meeting that is scheduled for April 3, 2024.

MINUTES – A motion was made by Mrs. Steinhardt and seconded by Mrs. Bussinger to accept the minutes of the Board of Directors' Meeting dated February 20, 2024. The motion was unanimously approved.

FINANCIAL REPORT - Mr. Kiebzak reviewed the February 2024 financial statement and the Financial Report dated March 19, 2024.

A motion was made by Mrs. Bussinger and seconded by Mrs. Hawks to require the owner of unit 527 to pay the full amount that is due because she has defaulted on the agreement. The Association will foreclose on the owner if she does not comply with this demand. The motion was unanimously approved.

MANAGER'S REPORT (Any enumeration of items below matches the Manager's Report) – Mr. Kiebzak reviewed the Manager's Report, dated March 19, 2024.

Parking Rules and Regulations – A motion was made by Mrs. Bussinger and seconded by Mr. Robinson to allow the owner of Unit 624/5283 Coral Court to place an orange cone in her vacant reserved space to deter unknown persons from using it with the stipulation that the cone must be kept on her patio during those times that the second space was being occupied by one of her visitors. Mrs. Bussinger, Mr. Goh, Mrs. Jarvis, Mr. Robinson, and Mrs. Steinhardt voted yea, and Mrs. Hawks voted nay. The motion passed.

Plumbing - Association Protocol – A motion was made by Mrs. Bussinger and seconded by Mrs. Jarvis to establish a protocol for owners who have leaks outside their units that affect the common area. The unit owner will be sent an email giving them five business days to respond to notification that action must be taken to repair the leak that is affecting the common area. If the owner does not respond within that time frame, the Association will issue a work order and bill the owner.

Plumbing - Association Protocol, continued:

If the owner responds within the five business days, they will be given five business days from that date to repair the leak. If the owner fails to meet this time, frame, the Association will issue a work order and bill the owner.

Unit owners who have not registered an email address with the Association will receive a certified letter notifying them of the unit leak that is affecting the common area. The unit owner will be given ten business days from the date of the letter to repair the leak. If the owner fails to meet this time frame, the Association will issue a repair order and bill the owner. If the owner responds to the letter within the ten day time frame, the owner will be given five business days from the date of the response to the letter to repair the leak. If the owner fails to repair the leak within the five day period, the Association will issue a work order and bill the owner.

Management and the Board reserve the right to extend the deadline contingent upon extenuating circumstances. The Board will consider initiating legal action to collect the repair costs on a case by case basis when an owner fails to reimburse the Association for the costs of the work.

The motion was unanimously approved.

OLD BUSINESS

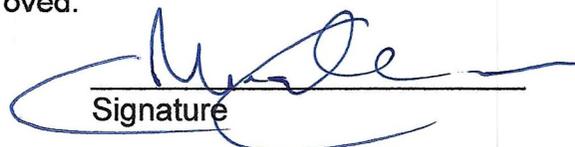
- A. Clubhouse Enhancements – No discussion ensued.
- B. Fence Replacement Property – This topic was discussed during the session of the Manager's Report.
- C. Landscape Replacement Brook/Elm/Middle/Cypress Update – This topic was discussed during the session of the Manager's Report.
- D. Roof Replacement B 52 – A motion was made by Mrs. Jarvis and seconded by Mrs. Steinhardt to approve a contract with All Stephens and Company at a cost of \$44,255.00. The motion was unanimously approved.

NEW BUSINESS – No discussion ensued.

ADJOURNMENT - A motion was made by Mrs. Jarvis and seconded by Mr. Goh to adjourn the meeting at 8:57 PM. The motion was unanimously approved.

Respectfully submitted for the Secretary,

Keith R. Kiebzak, CAM  
KL Management Group, Inc.



Signature

Andrew Robinson, President  
Print Name and Title

Date: April 16, 2024